

Accessing the Trainer Professional Development Evaluation (PDE)

The Professional Development Evaluation (PDE) is a tool for trainers and training sponsor organizations to receive feedback from training attendees. Attendees receive an email from MiRegistry to complete this evaluation about the training. The PDE will be available to attendees for 30 days after the training event (see [page 13](#) for a list of the questions on the PDE).

The goal of the evaluation is to provide trainers with specific feedback that can help improve the quality of future training events. MiRegistry will not use any information given by participants to evaluate trainers, training sponsors, or to approve future training events.

Trainers and training sponsors will be able to review the results at any time by logging in to their MiRegistry account and accessing the PDE reports.

This guide will show you how to access the following PDE reports as a Trainer:

- Single Event PDE Report (Available to Trainers and Training Sponsor Organizations)
- Course PDE Report (Available to Trainers and Training Sponsor Organizations)
- All Training Events PDE Report (Available to Individual Trainers Only)

Go to www.miregistry.org



1. Click **LOG IN**.



Email Address

Password

☐ Remember me

→ Login

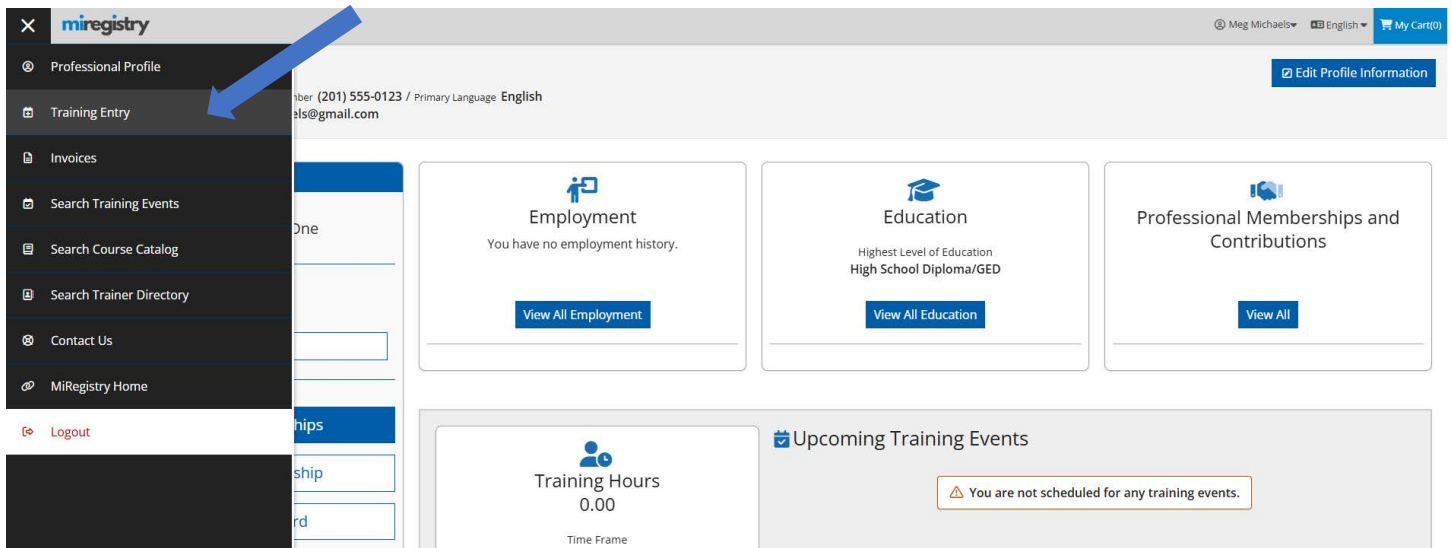
[Forgot Password?](#)

[Create Account](#)

[Forgot Email Address?](#)

1. Enter your Email and Password and click **LOGIN**.

Report 1: Single Event PDE Report



1. Hover over the left side of your screen until you see the menu pop out and click **TRAINING ENTRY**

Training Entry

Events

Courses

Filter Events

New Event

Event ID

Course Title

Event Status

Trainer Name

Sponsor Name

Location Name

City

Date From

Date To

Filter Events

Clear Filters

Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.

Click on 'New Event' above to schedule other events for courses you own or appear on the approved trainer list.

Expired

Confirmed

Attention Needed

Not set

Expired Trainer

| ID | Date | Title | Location/URL | Trainer | Status | Online Registration |
|-------|-----------|------------------------------------|-------------------------------------------------|---------------|----------|---------------------|
| 88947 | 12/1/2021 | Know it all Course | Saugatuck Brewing Co. - Kalamazoo Kalamazoo, MI | Tammy Trainer | Accepted | |

1. Click on the training of the PDE information you want to review.

Access the Event Details Page

#88947

Know it all Course

12/01/2021

Instructor Led Training

Classroom Hours 3.00 / Course Level Developing

[View Course Details](#)

Event

Status Accepted

Updated 12/08/2021 / by NewWorld Support

Created 12/08/2021 / by Tammy Trainer

Roster

Manage

Attendees 4

Messages Sent 0

☒ This event will show in public search results.

Show this event in public search results

☒ Yes ☐ No

Select Yes if you would like this event to show up in public event searches.

Event Details

Training Materials

Manage

Training Materials

Click the links below to view and print training materials in PDF format.

[Certificate of Attendance](#)

[Training Attendance](#)

[Professional Development Evaluation Summary](#)

[Event Registration](#)



Close

#88947

Know it all Course

12/01/2021

Instructor Led Training

Classroom Hours 3.00 / Course Level Developing

[View Course Details](#)

Event

Status Accepted

Updated 12/08/2021 / by NewWorld Support

Created 12/08/2021 / by Tammy Trainer

Roster

Manage

Attendees 4

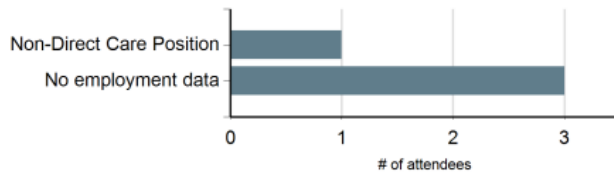
Messages Sent 0

| | | |
|----------------------------------|----------------------------------------------------|------------------------------|
| Title: Know it all Course | Location: Saugatuck Brewing Co. - Kalamazoo | Event ID: 88947 |
| Course ID: 132534 | 140 South Westnedge Avenue | Event Date: 12/1/2021 |
| Trainer: Tammy Trainer | Kalamazoo, MI 49007 | Number of Hours: 3.00 |

| |
|------------------------------|
| Completed PDEs: 4 |
| Verified Attendees: 4 |

Characteristics of Verified Attendees:

Primary Position



1. Locate the Event Details section and click the **TRAINING MATERIALS**.
2. Under Training Materials click **PROFESSIONAL DEVELOPMENT EVALUATION SUMMARY** link to launch the event report.
3. Review the information listed about the range of events you entered.

Report 2: Course PDE Report (All events for a single course)

Training Entry

[Events](#)
[Courses](#)

Filter Courses

Course Status

Filter by Status

Course Type

Filter by Type

Pending trainers

Filter by Pending Trainer Status

☐ Include All Expired Courses

[New Course](#)

[Filter Courses](#)

Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

[Search](#)
[Reset](#)

Below is a list of the courses for which you are the owner. Click on a course title to review approval status.
Click on the Events Tab above to schedule events for the courses you own or those where you appear on the approved trainer list.

| Course | Title | Owner | Course Status | Date | Expires | Trainers | Events |
|------------------------|-------------------------------------------|---------------|---------------|-----------|-----------|----------|--------|
| 132534 | Know it all Course | Tammy Trainer | Approved | 12/8/2021 | 12/8/2026 | | 1 |
| 117007 | "Problem" or Partnership? | Michigan AEYC | Approved | 9/13/2019 | 9/13/2024 | | 13 |

Course Details

Events

Created 9/13/2019 6:56 AM / By Alicia Williamstest / Expires 9/13/2024

Last Updated 9/13/2019 7:19 AM / By Sara McNallie

Restricted to approved trainers

Course Owner

Organization ID: 19583

Michigan AEYC

Veronique.Host@email.com

839 Centennial Way, Suite 200
Lansing MI 48917

Course Reports

Click the links below to view or print training materials in PDF format.

[PDE Course Summary](#)



Events that Ended On or After:

Events that Ended On or Before:

[View Report](#)

1 of 2 ?
Find | Next

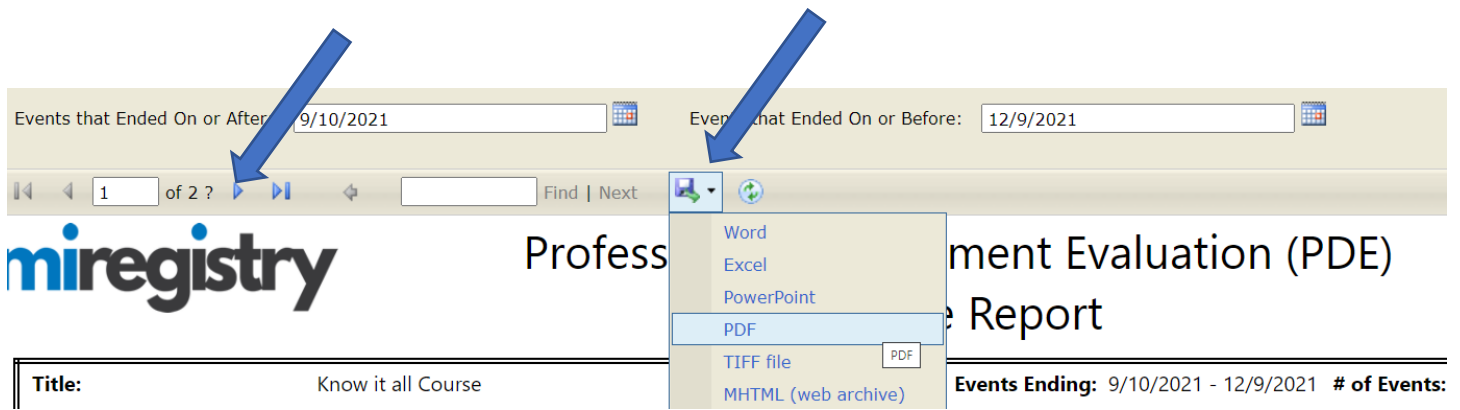


Professional Development Evaluation (PDE) Course Report

| | | | | | |
|---------------------------------|--------------------------------------------------------------------------------------|-----------------------|-----------------------|------------------------|---|
| Title: | Know it all Course | Events Ending: | 9/10/2021 - 12/9/2021 | # of Events: | 1 |
| Course ID: | 132534 | Level: | Developing | # of Attendees: | 4 |
| Owner: | Trainer, Tammy | Hours: | 3.00 | # of Surveys: | 0 |
| Core Competency Area(s): | ECE - Child Development ,ECE - Interactions and Guidance,ECE - Teaching and Learning | | | | |


Characteristics of Verified Attendees





1. Click on the **COURSES** tab.
2. Select the Course you would like to review.
3. Locate the Course Reports section and click the **PDE COURSE SUMMARY** report. This report displays information on all trainings that have taken place within 90 days of the date it is accessed. NOTE: To access additional pages of the report you must click the blue right-facing arrow.
4. By clicking the floppy disc icon, you can select which program you would like to export the report into.

My Individual Profile



| | | | | | | | |
|---------|----------|-----------|------------|----------|--------------|---------|---------|
| Summary | Personal | Education | Employment | Training | Professional | Trainer | Reports |
|---------|----------|-----------|------------|----------|--------------|---------|---------|

Individual Professional Profile



[Learning Record](#)

Summary of your education, certificates, employment history and training.



[Licensing Learning Record](#)


Licensing view of your education, certificates, employment history and training.

Trainer Profile



[PDE Trainer Summary](#)

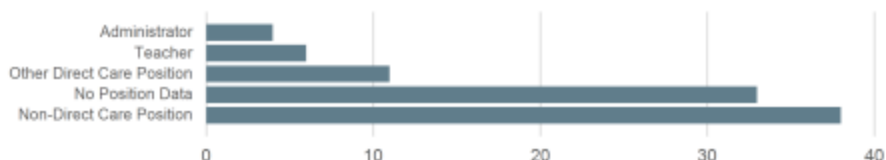
Shows training events within 90 of current date. Opens in PDF



| | | | |
|------------------------------|-------------------------|----------------------------|----|
| Trainer: | Tammy Trainer | # of Events: | 9 |
| Trainer Level: | Approved | # of Attendees: | 92 |
| Trainer Expiration: | 11/30/2024 | # of PDE Responses: | 0 |
| Trainer Counties: | N/A | | |
| Events Ended Between: | 9/10/2021 and 12/9/2021 | | |

Characteristics of Verified Attendees

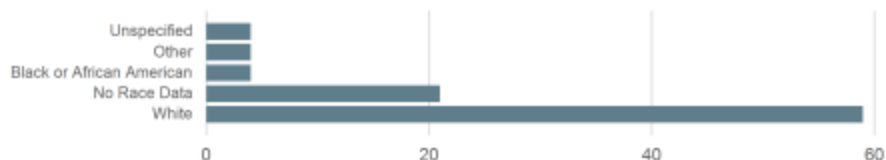
Primary Position



Primary Language



Race/Ethnicity



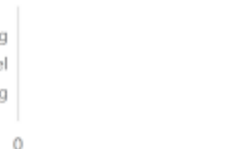
PDE Survey Results

The trainer clearly shared the learning objectives at the beginning of the training.



Level of Training

More advanced than I was expecting
Right at my level
More basic than I was expecting



Trainer Skills

Strongly Disagree Disagree Neither Agree Nor Disagree Agree Strongly Agree

1. Click the Reports Tab on your Individual Profile
2. Locate the Trainer Profile section and click the **PDE TRAINER SUMMARY** report.
3. Review the information listed about the range of events you entered.

The following list are the questions on the PDE that are sent to attendees:

Learning Objective

The trainer clearly shared the learning objectives at the beginning of the training.

- ☐ Yes
- ☐ Somewhat
- ☐ No

Level of Training

Today's training was:

- ☐ More basic than I was expecting
- ☐ Right at my level
- ☐ More advanced than I was expecting

Impact of Training

I learned something I did not know before.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I have a new insight into something I already knew.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I learned a new skill which I can use in my daily work.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I was given an opportunity to practice and improve my skills.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I was given ideas for using these skills and behaviors in my daily work.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I received helpful resources or information about where to find other resources.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I will use what I have learned in my work with children and families.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I would like to learn more about this topic.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I was able to meet and talk with others during the training.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I had opportunities during the training to think about and share my own attitudes, beliefs, and work practices with other participants.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

I had opportunities to think about diversity and how I might change my work with children and families based on their cultures and practices.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

What training topics would you like to participate in for future training?

Trainer Skills

The trainer presented the information using language and examples that were easy for me to understand.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

The trainer encouraged people in the training to ask questions about the topic.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

The trainer encouraged people to share their own information about the topic during the training.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

The trainer used examples of cultural practices that were related to the topic.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

The trainer paid attention to what I needed to meet my learning style.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

What did the trainer do that was helpful to your learning process?

What could the trainer do to improve your experience?

Would you consider taking another training with this trainer?

- ☐ Yes
- ☐ No

Training Preferences

Virtual (Trainer delivers live training at a scheduled time via a meeting platform--Zoom, Microsoft Teams, Google Hangout.)

- ☐ I strongly prefer this delivery method
- ☐ I prefer this delivery method
- ☐ I neither prefer or do not prefer this delivery method
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

Face to Face (Trainer delivers training content at a scheduled time in person with participants.)

- ☐ I strongly prefer this delivery method
- ☐ I prefer this delivery method
- ☐ I neither prefer or do not prefer this delivery method
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

Online (Training can be accessed at any time; no live trainer.)

- ☐ I strongly prefer this delivery method
- ☐ I prefer this delivery method
- ☐ I neither prefer or do not prefer this delivery method
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

Correspondence (Training materials are shared via mail or email; participant completes assignment(s);trainer reviews and corresponds with participant through phone, mail or email.)

- ☐ I strongly prefer this delivery method
- ☐ I prefer this delivery method
- ☐ I neither prefer or do not prefer this delivery method
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

When do you prefer and are available to take training? Choose your top three.

- ☐ Weekday Morning
- ☐ Weekday Afternoon
- ☐ Weekday Evening
- ☐ Saturday Morning
- ☐ Saturday Afternoon
- ☐ Saturday Evening